



**COUNTY OF ERIE**  
**POSITION ANNOUNCEMENT**  
**AN EQUAL OPPORTUNITY EMPLOYER**

**POSTING DATE:** JULY 2, 2015

**CLOSING DATE:** JULY 17, 2015

**TITLE:** ADMINISTRATIVE OFFICER I

**GRADE:** A-II

**DEPARTMENT:** HUMAN RESOURCES

**BARGAINING UNIT:** NON-BARGAINING

**ENTRY RATE:** \$14.63/HOUR \$28529.00/ANNUAL

**HOURS PER WEEK:** 37.5

**PROCEDURE TO APPLY:** Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30am 4:00pm.

*APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT [www.eriecountygov.org](http://www.eriecountygov.org). COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.**

-----

**DEFINITION OF CLASS:**

An employee in this class is responsible for performing a variety of administrative duties. Job may include relieving a high level professional or administrative official of a variety of administrative details. Assignments require detailed knowledge of county policies, and the functions and procedures of the Human Resources Department. Work requires discretion and involves matters of a highly confidential nature. Work includes immediate contact with department heads, active and retired employees, vendors, and union officials in accomplishing assignments and effective public relations. This employee reports directly to the Employee Resources Manager.

**DUTIES & RESPONSIBILITIES:**

Performs secretarial tasks for Director of Human Resources. Reviews and replies to routine correspondence.

Perform administrative Human Resources department functions including but not limited to the following: job postings including updates to bulletin boards, website and job phone line accordingly, creation of applicant letters, processing employee terminations, new hire packets, paperwork processing and file creation, employee information or dependent changes, right-to-know requests, domestic relations or HIPP paperwork, processing outgoing and incoming US mail, filing including paperwork for Personnel files, medical files and job applications and public and employee reception at the Human Resources lobby window.

Processes annual employee goals and performance evaluations. Performs daily maintenance to provide accurate employee compensatory time balances. Researches and completes detailed comprehensive census information for third party administrators, and various governmental agencies. Completes annual surveys. Performs all clerical work involved in the printing and distribution of labor contracts. Assists in collection of and processing of open enrollment documents. Attend meetings and be the Personnel liaison to the County Wellness Committee. Tracks and orders office supplies. Performs other Human Resources-related work as required and assists in special projects as assigned by the Employee Resources Manager and/or the Director of Human Resources.

The above statements reflect the general details considered necessary to describe the principal functions of the

job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

**KNOWLEDGE, SKILLS & ABILITIES:**

Ability to analyze, interpret and administer County policies and procedures.

Knowledge of the principles and practices of public administration. Some knowledge of the principles of governmental accountings, statistics and public personnel administration. Some knowledge of the sources of information, methods and techniques used in administrative research. Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with administrative officials, other employees and the general public. Typing and computer proficiency. Accuracy and follow through is essential. Ability to comprehend a set of complex rules, regulations, labor contract language.

**MINIMUM REQUIREMENTS/QUALIFICATIONS**

High school graduate, plus eight years of progressively responsible administrative experience; or an equivalent combination of related education and experience. Must maintain the highest level of confidentiality and integrity at all times. Computer software literate in Word, Excel, Access, and Outlook. Ability to type 50 wpm. A skills assessment test of all requirements will be conducted to verify qualifications. A Bachelor's degree in a Business related field is highly preferred.